

Quick Guide: How to Register for mySRPS

Step 1: Prepare			
Info you'll need to register:	Where to find it:	Your answer:	
Registration Code (6 characters).	The letter we sent you		
Last 4 digits of your Social Security Number.	You already know this		
Your Date of Birth.	You already know this		
The answers to 2-3 questions about your prior employment.	This will be information you already know		

Your **phone number** (Home is OK. Cell will work better). You already know this (___) __--___

You already know this

Make it up. Must be at

least 8 characters long.

(Any characters are OK.)

Step 2. Go to the mySRPS Website Registration Page

Your personal email address (will become your Username).

A strong password. We recommend using a phrase that

(or machines to hack). Example: chickenforlunchagain.

is easy for you to remember, and hard for others to guess

Type into the browser on your computer, phone, tablet: mySRPSusers.sra.maryland.gov/home.
The system will ask you if you have a registration code. Click **Yes**.

Step 3: Complete Your Registration	Registration problems/ Call us at 844-314-476	•
Enter your 6-character Registration Code. You'll do this step twice	2.	Press Tab key
Enter the last 4 digits of your SSN.		Press Tab key
Enter your Date of Birth: Month, Day, and Year.		Tab, Click Submit
New page comes up. Answer the 3 questions about your employm	nent/pension account.	Click Submit
Enter your new Username (this must be a valid email address).		Press Tab key
Enter the password you made up. The system will let you know ho	ow "strong" it is.	Press Tab key
Select 3 security questions and enter your answers.		Press Tab key
Enter your phone number and select the phone type.		Click Submit
You will receive an activation email with the subject "Immediate a mysrps@sra.state.md.us. Click the link that says Click to activate y	•	Click Link

Congratulations! You're registered and we've activated your on-line account. Your Username is your personal email address. See other side for a guide to using mySRPS.

Quick Guide: How to Use mySRPS (After You Register)

If you're not already on the Login page, go to sra.maryland.gov. Click on the red mySRPS Login button at the top right of the screen.

Here's what you'll see. It's ready for you to Log In.

Type in your **Username** (your personal email address).

Press the **TAB** key.

Type in your Password.

Click **Login**.

The system will send you a One-Time Passcode (OTP).

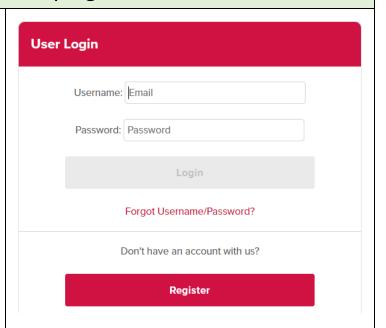
That will happen by either email, text, or phone.

Type in the **OTP** when that screen comes up.

You're in!

Do you have more than one account?

If so, you'll see "tiles" for each of your accounts. Click on the tile for the account you want to access.



Login problems/questions? Call us at 844-314-4766.

Once you're on the View Account page...

You'll see your basic account info on this page.

Check out these little symbols on the right:

- Click igoplus if you want to see **more** on the topic
- Click Θ if you want to see **less** on the topic

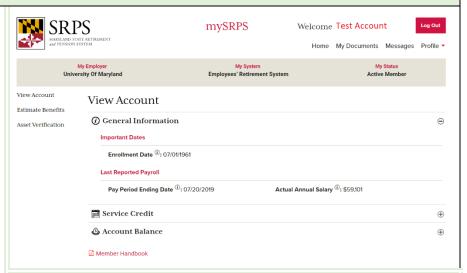
Look down the left-hand side. There's a list of different things you can see or do on mySRPS:

- View Account
- Estimate Benefits
- Get an Asset Verification letter

You can click on any of those to get more info.

OR, you can click on one of the Tabs at the top:

- My Documents: see Personal Statement of Benefits and other account docs
- Messages: exchange messages with us
- Profile: verify or change your contact and security info



Done?

Just click the red **Log Out** button at the top right of your screen.

Questions? Need help using mySRPS?

Click on the **Messages** tab to send us a message.

Or call us at 800-492-5909.

Or email us at sra@sra.state.md.us.